

How to: Using Microsoft Publisher 2007

Microsoft Publisher 2007 is a component of Microsoft Office 2007 Enterprise suite that is available to students, faculty, and staff of IU Kokomo through IUware.

This tutorial is focused on using Microsoft Publisher 2007 in the Windows environment. Publisher is component of Microsoft office 2003; it works the same but the user interface and some functions may be slightly different from those described in this document. Publisher is not available in Microsoft Office 2008 suite for Macintosh.

This tutorial assumes that you are using Microsoft Office Enterprise Edition 2007, which includes Publisher. All student workstations on the IU Kokomo campus have this version of the Office suite installed. All students, faculty, and staff are able to download and install Microsoft Office Enterprise Edition 2007 from [IUware](#) (see “Additional Resources” at the end of this document).

Publisher is a very easy application to use. Using the multitude of templates in Publisher, many types of documents can be easily created. Then, those documents can be reformatted into different “look and feel” layouts, different color schemes and different font schemes to create an almost infinite variety of documents... very quickly!

This tutorial show you how easy it is to use Publisher by taking you through the step-by-step process of starting Publisher, creating a new flyer from a template, and then saving it to a USB Flash drive. and then changing the flyer to a new “look and feel” layout, and changing to a new font and color scheme.

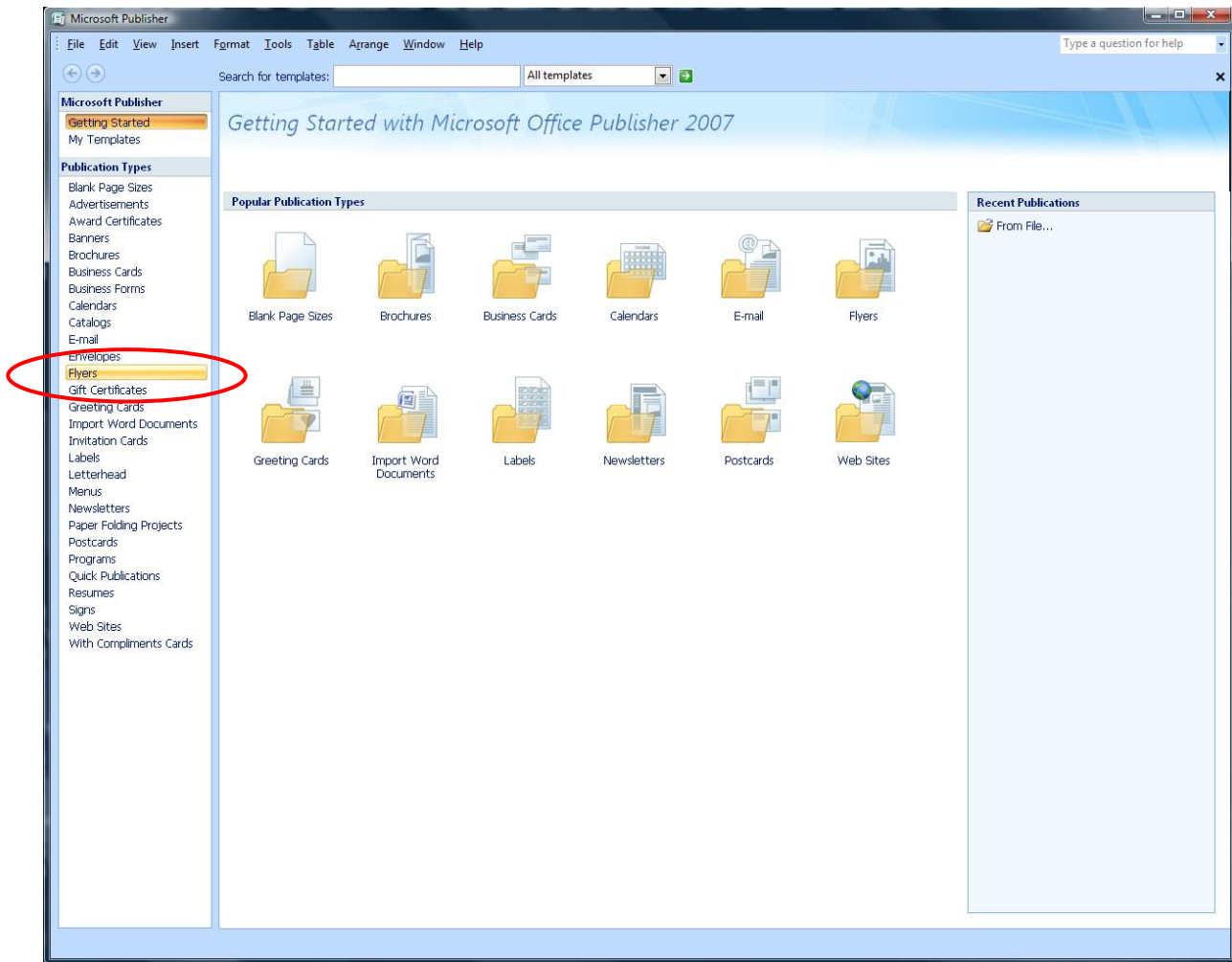
The same process can then be applied to any of the other types of templates to make any other documents.

So, with that, let’s begin!

Start Publisher.

Step 1: Click **Start**, click on **All Programs**, scroll down to the **Microsoft Office** folder, click the **Microsoft Office** folder to show the applications, and then click on **Microsoft Publisher 2007**.

When Publisher opens, it will look like the screen capture below:

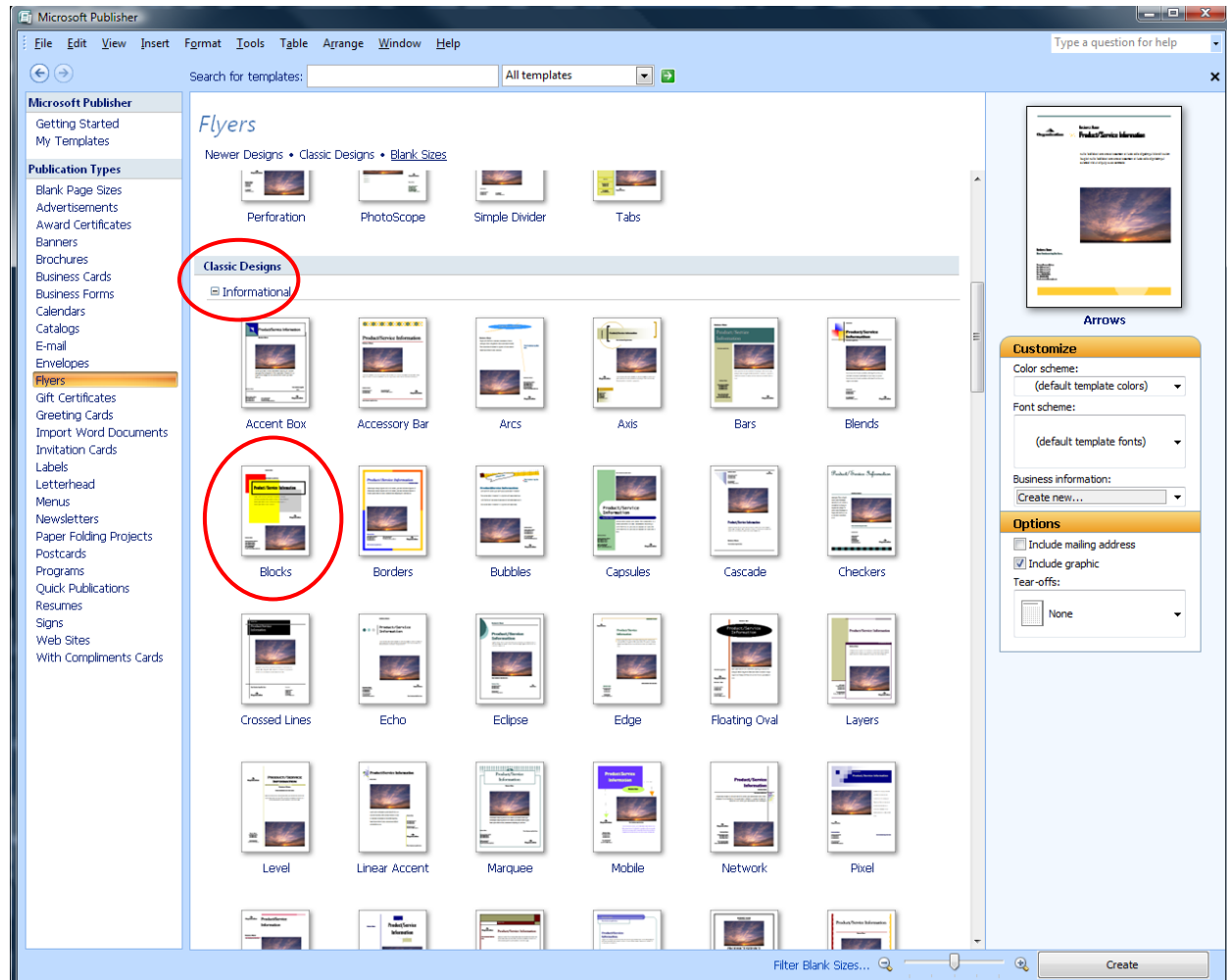


From here, you may select any of several types of publications. The publication categories are shown in the left-hand sidebar menu. For this tutorial, I am going to choose “Flyers”. Click on **Flyers** in the sidebar menu.

So now, the next step is to select a template for our flyer!

With Flyers selected, there are several “design” categories to choose from – “Newer” designs, “Classic” designs, and of course, blank designs. There are also sub-categories within each design category.

So, let’s choose “Blocks” design, that is in the “Classic” design set, and in the “Informational” sub-category.



Double-click on the “Blocks” template. This will bring the “Blocks” template into the working window and allow us to add information into the flyer template.

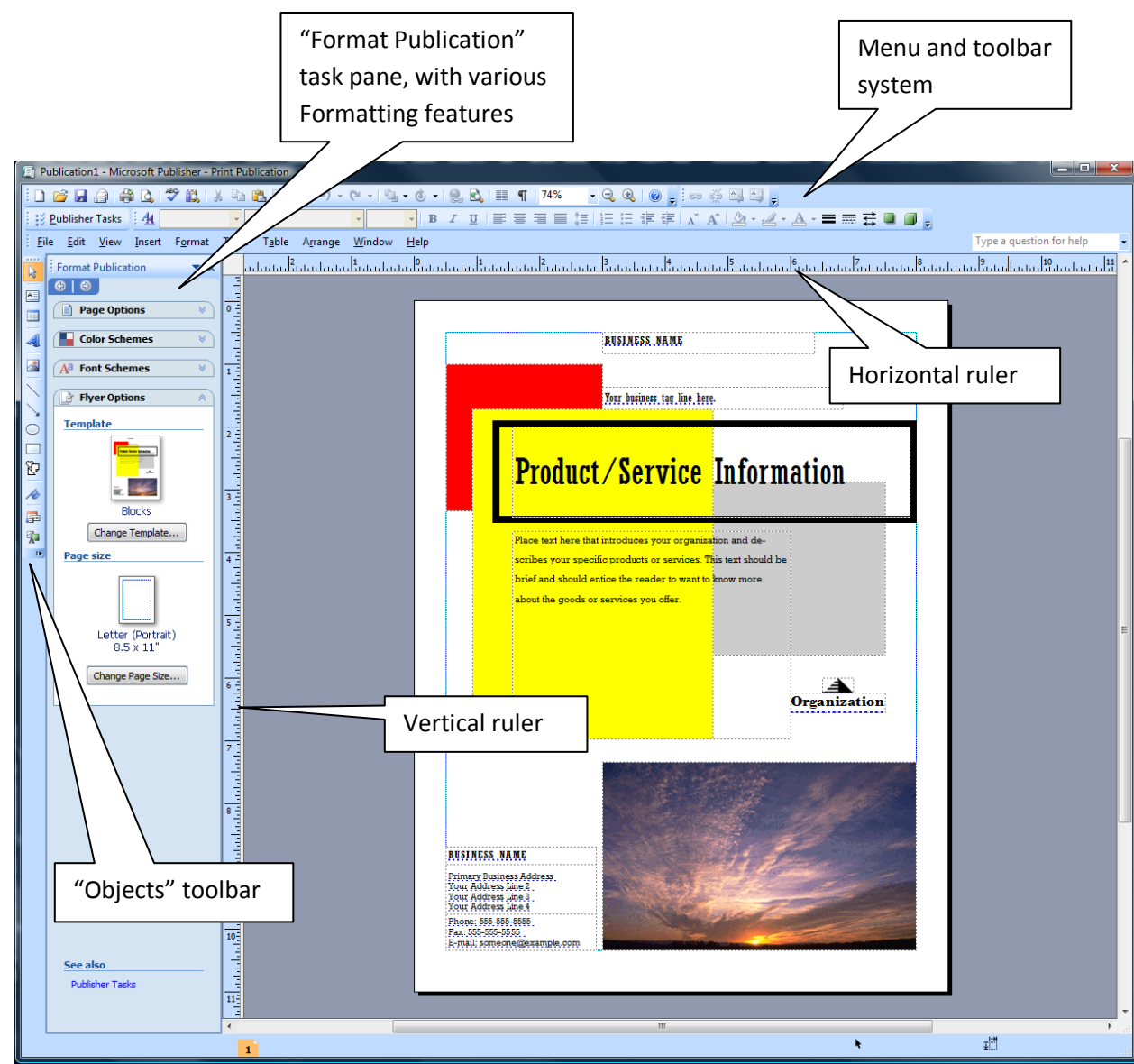
But first, let’s discuss some of the screen components and tools.

There are important tools available on the Publisher “working” application window. Note that Publisher 2007’s user interface has the appearance of the traditional Office 97-2003 versions. It has not yet been

redesigned to look like the new Office 2007 “Tab and Ribbon” interface, called the Office Fluent user interface.

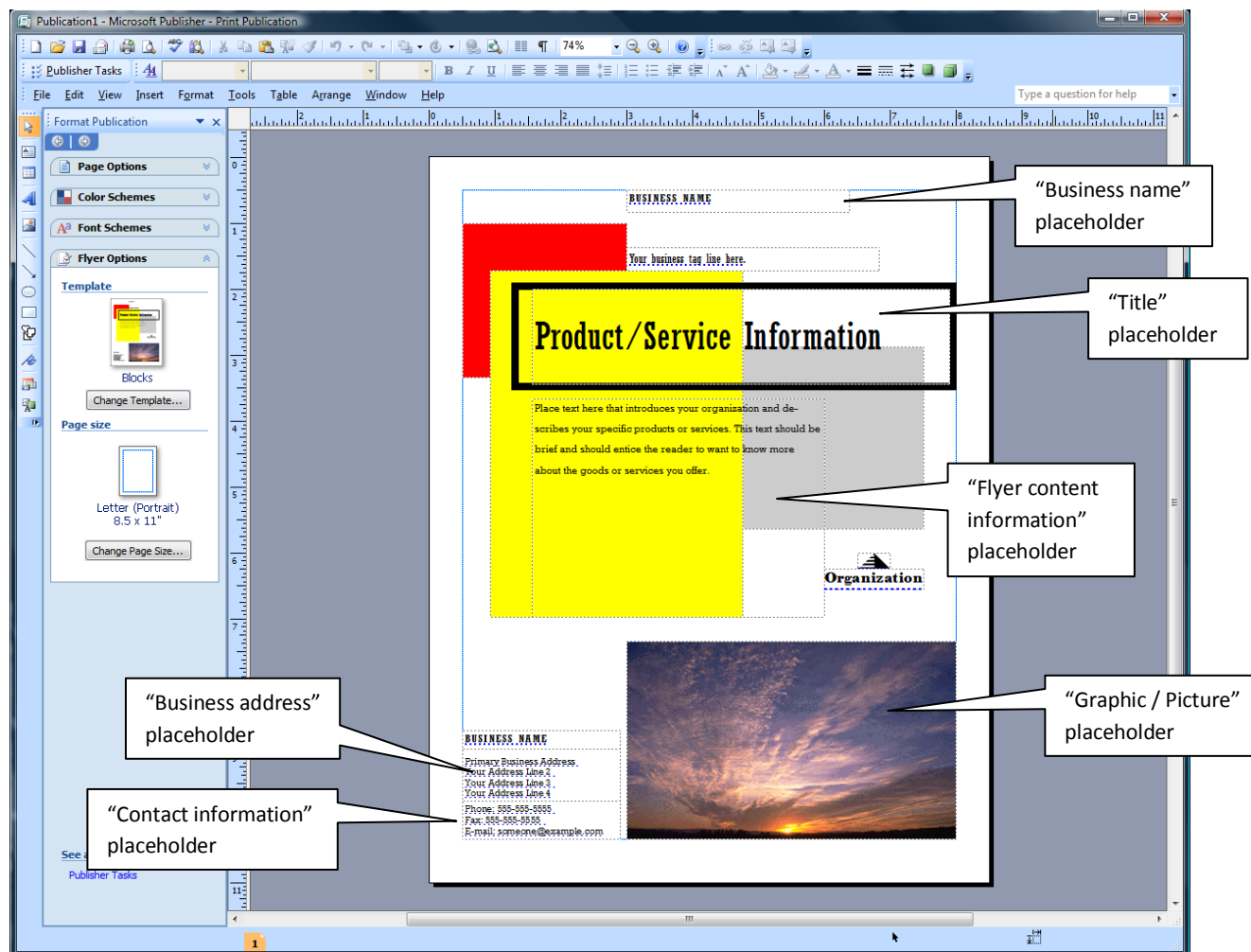
You will see the standard menu and toolbar system including a standard toolbar with the familiar cut/copy/paste editing tools, open file, save file, file print, and other standard buttons. There is a formatting toolbar that provides for changing text format, style, effects, and alignment options. Both horizontal and vertical rulers are visible.

There is also a task pane to the left of the editing area that initially shows the “Format Publication” task pane. This “Format Publication” task pane provides for changing page options, color schemes, font schemes, and other options.



Now, let's look at the Flyer template and some of the important elements, or "objects" on the template.

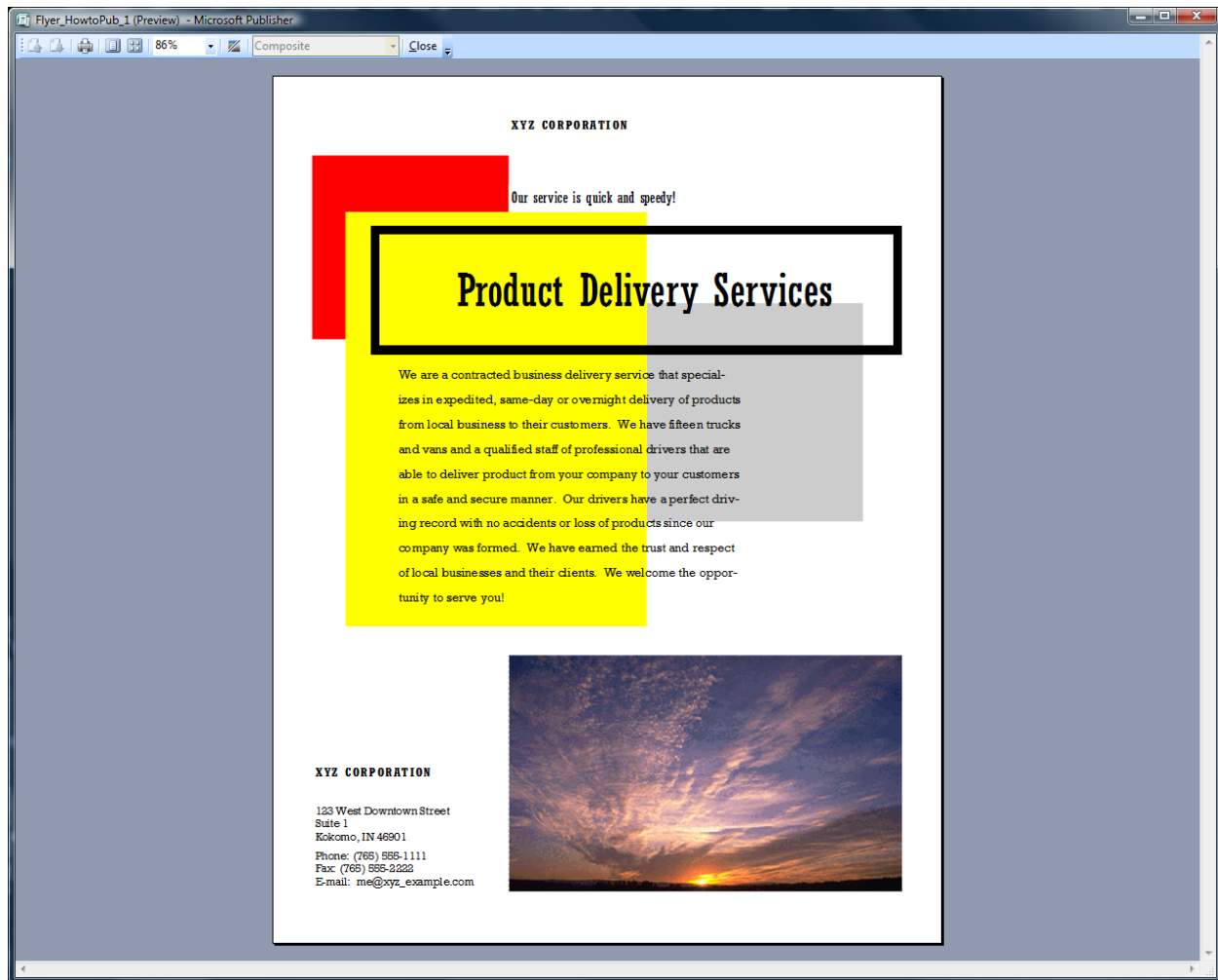
You will see that there are several rectangular areas, or objects, on the template that are outlined with dotted lines. Each of these rectangular objects is called a "placeholder". These placeholders are the areas where informational text is entered, or graphic objects are inserted, into the flyer template. Looking at some of the placeholders on this template, you should notice that each placeholder has a specific purpose. For example, there is a "Business name" placeholder. There is a "Product/Service Information" (or title) placeholder. There is a "Business address" placeholder and also a "Contact information" placeholder. There is also a "Graphic object/Picture" placeholder. As we go through this tutorial, you will see the importance of these placeholders, and how Publisher works with them to make your flyer design process really easy and cool! In the next screen capture, I label some, but not all, of the placeholders.



OK! Now, let's add some content to the template, and complete our flyer.

1. Add a business name. "Let's call our company "XYZ Corporation". In the "Business name" placeholder at the top of the flyer, enter this business name.
2. In the "Your business tag line here" placeholder, let's enter "Our service is quick and speedy!"
3. In the "Product/Service Information" placeholder, let's enter "Product Delivery Services". We probably want the words in this placeholder centered, so click the **Center** button in the toolbar.
4. In the "Place text here that introduces your organization..." placeholder, let's add some text that describes our business services. Add whatever text best describes your services.
5. In the "Business Name" placeholder in the lower left-hand corner of the flyer, add the same business name as you did in the corresponding placeholder at the top of the flyer.
6. In the "Primary Business Address" placeholder in the lower left-hand corner of the flyer, add your company's business address.
7. In the "Contact information" placeholder in the lower left-hand corner of the flyer, add your company's contact information.
8. I don't want the pyramid-like graphic placeholder and the "Organization" placeholders that are in the right-center of the flyer, so simply click on each and press the **Delete** key to delete them both. Hint: Click on the dotted line of each one and press the **Delete** key to delete each one, one at a time.
9. Save the flyer with an appropriate filename.
10. Print your flyer if you wish.

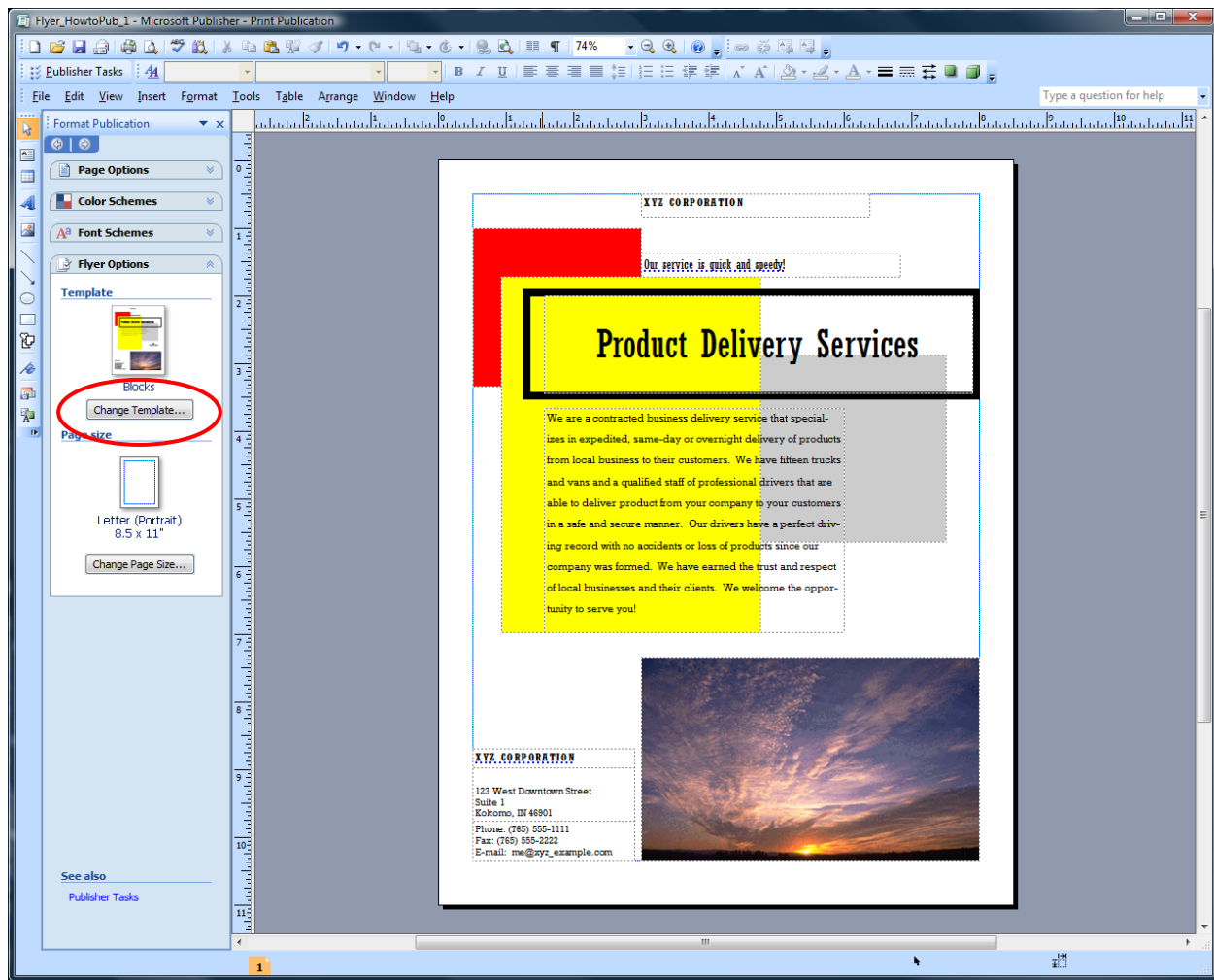
That was easy!! At this point, your flyer is complete. It should look like the "Print Preview" screen capture below:



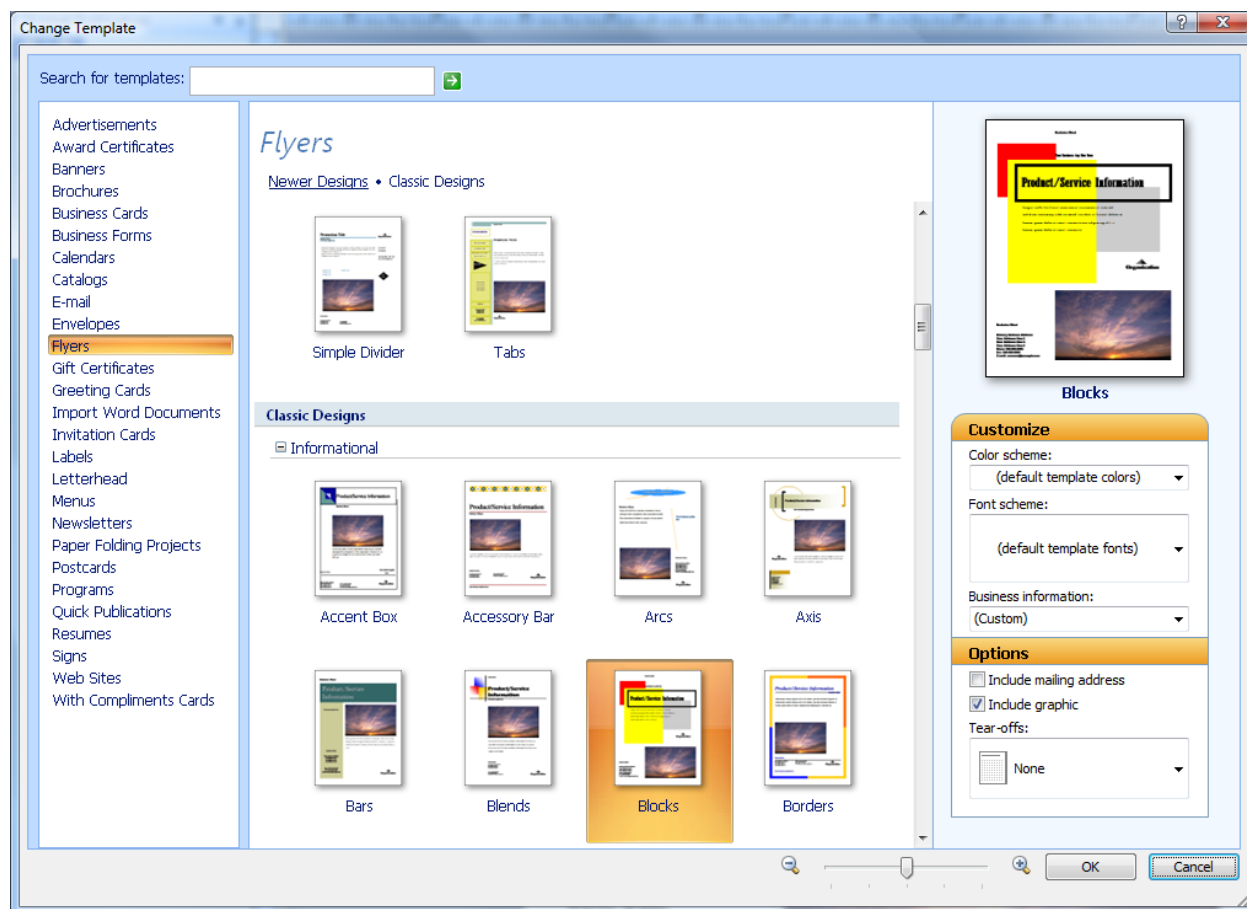
Now, let's learn a little more about the great flexibility and features of Publisher. Here is where the fun begins!

Suppose, after all of this work, you are not pleased with the way this flyer looks and would prefer to have a totally different layout and color scheme. If you have correctly followed the process through Publisher to get to this point, and this is key, then changing to another layout and/or color scheme is a matter of a few mouse clicks. Let's try it!

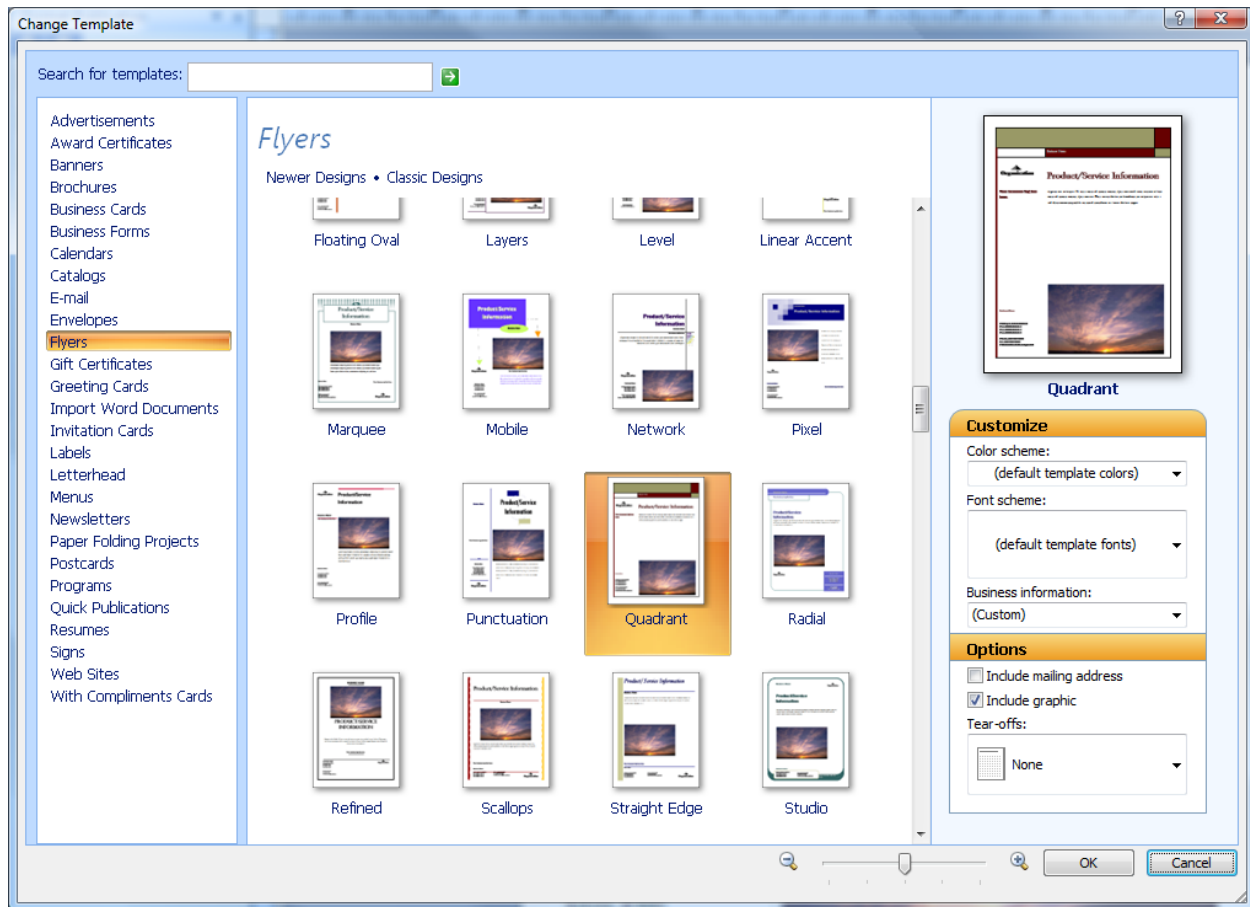
First, exit the **Print Preview** mode above, and return to the Publisher editor mode, as shown below.



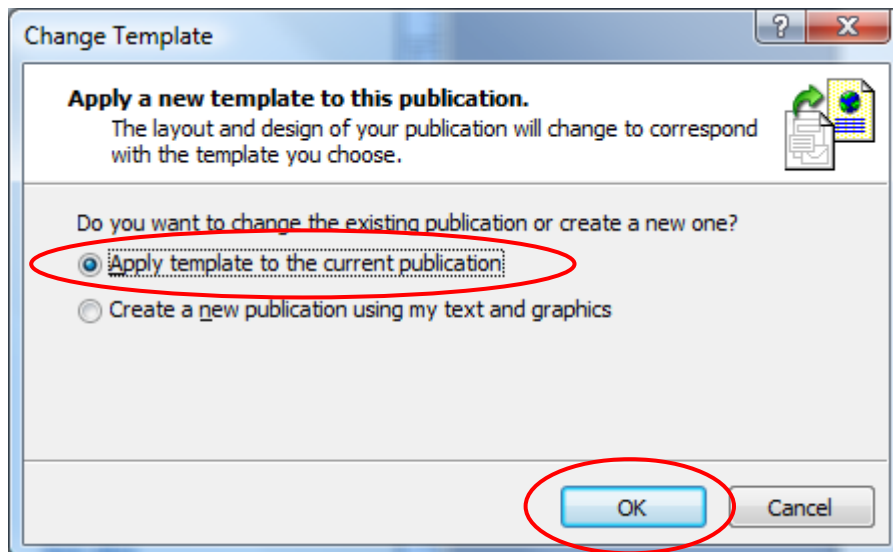
To “transform” the current flyer design to another layout template, click the Change Template... button on the Format Publication task pane. This will display the **Change Template** dialog box.



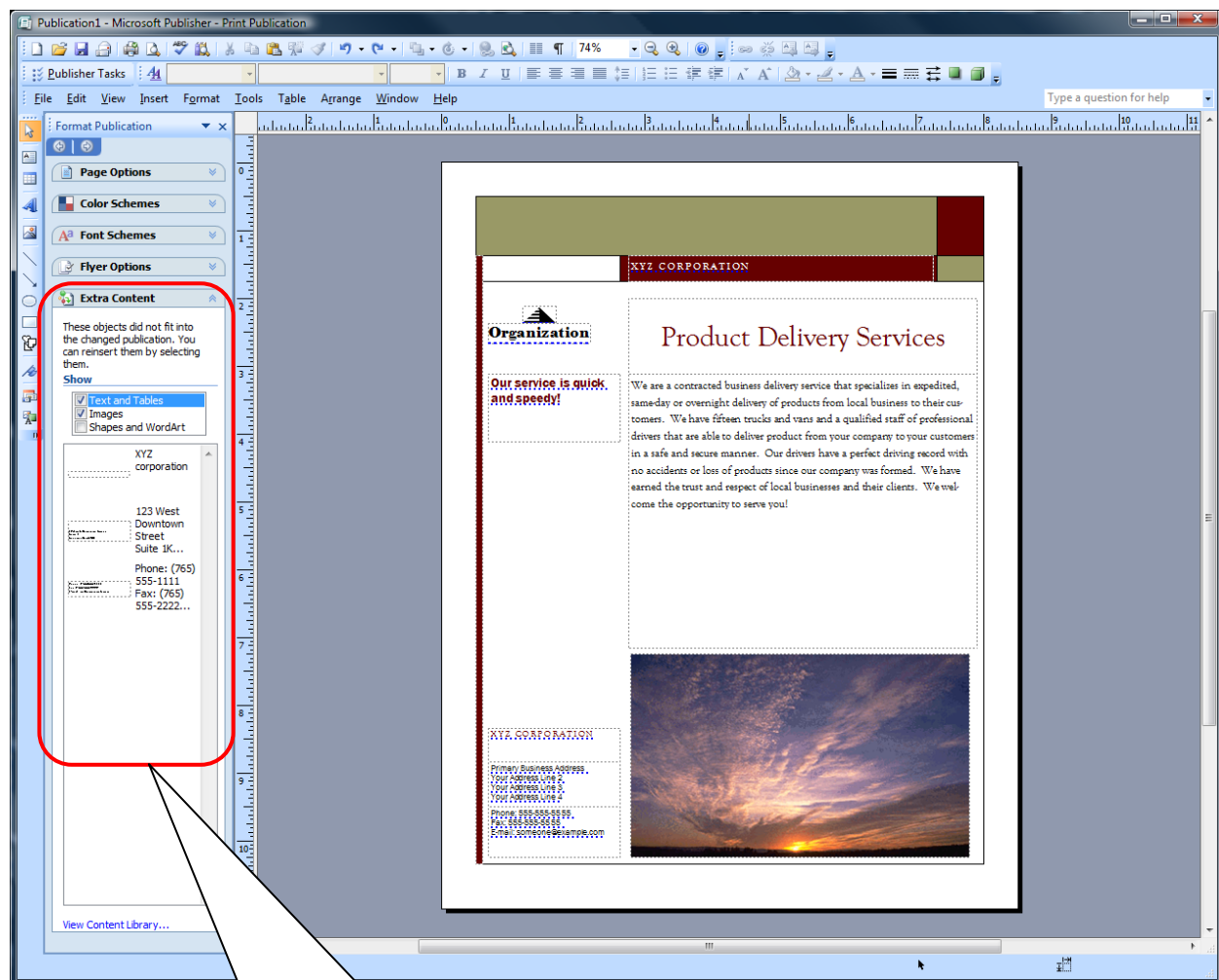
Navigate through the Flyers templates and choose another flyer layout that is more desirable for the particular need. For example, let's choose "Quadrant", as shown below:



Point to the “Quadrant” flyer template and double-click on the template. The **Change Template** dialog box will display. Select the “Apply template to the current publication” option, and click **OK**.



Now, the flyer is reconfigured into the “Quadrant” layout.



“Extra” content that did not transfer into a specific location of the new flyer layout. However, this content can still be reused and placed into the new layout as needed.

What we notice here is that most, but not all, of the information was transferred into the new template layout. Please review the new layout and content. In this particular case...

- The information that did transfer correctly can be seen in the new layout.
- The information that did not transfer shows up in the **Extra Content** area of the **Format Publication** task pane.

The extra content can be placed as desired into the new layout. Here's how:

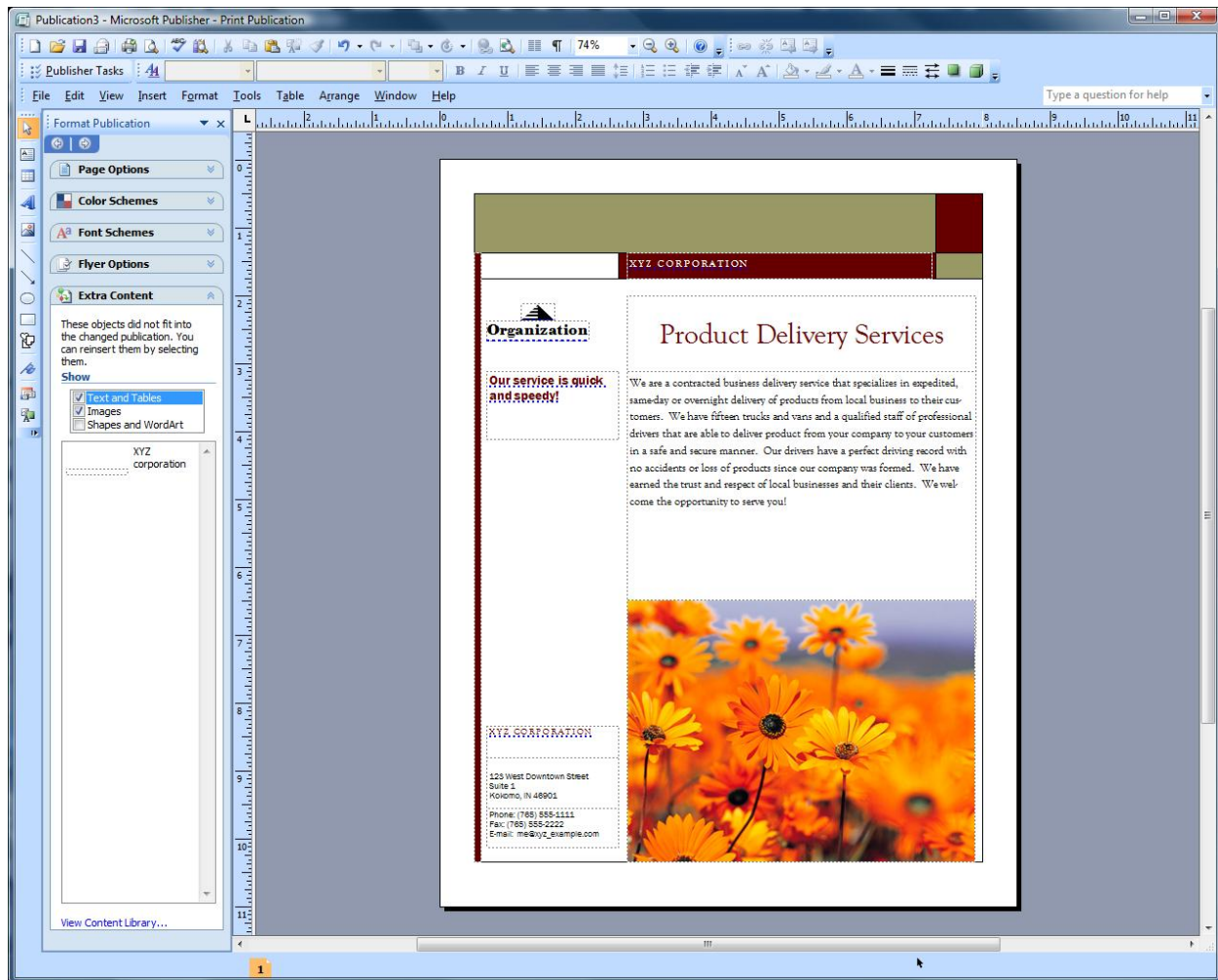
In the **Extra Content** area of the **Format Publication** pane, click on the particular object that you want to add into the publication. When you click on the particular object, a drop-down arrow will appear to the right of the object. Click on the drop-down arrow and select from the menu... I suggest **Insert**. That will insert the object onto the publication at what appears to be a "random" location. As the object appears on the publication, it can be moved around and placed wherever desired.

Also, there may be some objects on the publication that aren't needed. Simply click on one of those objects to select it. Point to the border of the object and then press the **Delete** key on the keyboard and delete the object. This can be repeated for each object that needs to be removed from the publication.

To change the picture... Delete the original picture placeholder.

Click on **Insert** in the menu bar, and then point to **Picture...** and click on either **Clip Art...** or **From File...** Navigate to the location where the picture is stored, select the picture, and add to the flyer.

You will likely have to resize the picture to fit into the original placeholder location, and get the picture to fit where you want, and be sized as you want.



You'll notice that the flyer now looks different, and all of the placeholders have moved to new positions. All of the wording typed into the placeholders moves correctly to the new placeholder locations in the new template.

Save the flyer.

Done!

The important thing to realize here is that this same process can be applied to any document being created using Microsoft Publisher, whether it is a flyer, a brochure, a leaflet, a greeting card, or whatever. The majority of the "work" is adding the words! Then, the "fun part" is using Publisher's ability to change the "look and feel" of the document in a very simple manner! Have fun!

Additional resources:

Download Microsoft Office Enterprise Edition 2007 from IUware :

<http://iuware.iu.edu/title.aspx?id=626>

<http://office.microsoft.com/training/training.aspx?AssetID=RC102448621033> : “Microsoft Publisher 2007 Courses” (seven online multimedia training modules from Microsoft). Available 24/7!

On Lynda.com (available to IU Kokomo students at <http://ittraining.iu.edu/lynda>), under the Office 2007 group there is 5 hours and 49 minutes of online training for Microsoft Publisher 2007, comprised of 65 multimedia modules. This is a free training resource to IU Kokomo students, faculty, and staff, that made available FREE of charge! Available 24/7!